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NONAPPROPRIATED FUND INSTRUMENTALITY EMPLOYEE PERFORMANCE RATING

For use of this form, see AR 215-3; the proponent agency is OCSPER

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1. NAME (Last, first, MI)	•			2, 3311	
3a. POSITION TITLE		34. I AGREE	THAT THE JOB DESCRIPTION ACT	WALLY REFLECTS THE DUTIES OF	THE POSITION
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4. NAME AND LOCATION OF EMPLOYING OFFICE					, , , , , , , , , , , , , , , , , , ,
PHYSICAL FITNESS CENTER BLDG 114					
5. TYPE OF RATING		6. RATING	PERIOD		·
X AMMUAL PROBATIO	INARY .	FROM	21 JUN 2001	το 20 JU	JN 2002
7. RETENTION AFTER PROBATIONARY PERIOD					
RECOMMENDED	MOT RECOMM	IENDED			
8. THE OFFICIAL RATING ASSIGNED					
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APPROVING OFFICIAL'S SIGNATURE				DATE '	
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EMPLOYEE'S SIGNATURE			·	DATE	·
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(Employee's signature does not necessarily constitute agreement with the rating, but does acknowledge that position description is accurate and discussion has been held concerning performance with the rating period.)

SENIOR SYSTEM CIVILLAN EVALUATION REPORT SUPPORT FORM For use of this lam, see AR 600-600, the proposed sponey is ASA,AMANUA. PART I - RATEE DESTRICTATION PART I - RATEE DESTRICTATION PART I - RATEE DESTRICTATION SENIOR STATE I - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERFORDS: FOSTION PART I - RATEE AUGUST OF THE SEVEN OF	-									
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C. LIST YOUR SIGNIFICANT CONTRIBUTIONS

Planned, directed and supervised MWR Directorate Activities and IMWRF operations including AGS, CYS, MWRDS, PRF and Lodging. Program objectives are defined by financial performance and patron participation. Achieved funding for facility improvements at Gibbs Hall: Mulligan's NAF major construction project for \$749k to be completed in May 02, and Gibbs kitchen project costing \$1.6m to be completed in FY03.

Coordinated and produced the Fort Monmouth CAPRA self-assessment report as the first installation in the Army seeking accreditation of MWR recreation programs. This submission was completed in March as a CD, setting the benchmark for all installations to model, implemented a NAF ID Checker program utilizing MWR staff to supplement activity workforce, providing force protection services and saving costs. Achieved CDS DOD Re-Certification with Commendation, CDC Re-Accreditation by the National Association for the Education of Young Children (NAEYC), and SAS initial Accreditation by the National School Age Care Alliance (NSACA) as essential milestones of CYS activities.

Implemented program enhancements at Lodging to include refurnishing and upgrades of several building's FFE and free Continental Breakfast service. In conjunction with DPTM, planned and executed Armed Forces Day activities. As MWR community events, executed successful Holiday Ball 2001, several large social events at Gibbs Hall (Including new Mega Bingo- \$10k jackpot with Lane Hall) and provided expanded services to USNG Augmentee troops, such as Lane Lounge, free movies and specialized tour programs.

Produced the following financial and patronage results YTD FY02:

As of March 02:

(6.14%)
frozen
100%
(3%)
\$12k
£0%
(11%) 30%
90%
\$32k
8 5%



SIGNATURE AND DATE

PART V - PERFORMANCE STANDARDS - SENIOR SYSTEM CIVILIAN POSITIONS

To derive Objective ratings, apply the applicable performance standards below; the standards are written at the SUCCESS level, e.g., Ratee, in most cases:

TECHNICAL COMPETENCE. Exhibits technical knowledge, shifts, and abilities to get desired results within established time frames and with the appropriate level of supervision. Sets and meets realistic milestones. Establishes priorities that reflect mission and organizational needs. Plans so that edequate resources are available. Males promot and sound decisions.

INNOVATION/INITIATIVE. Develops and implements or suggests better ways of doing business-methods, equipment, processes, resources. Seeks/accepts developmental apportunities. Serves on professional/technical committees, writes technical papers, joins professional societies to enhance personal trowledge and advance state-of-the-art of profession.

RESPONSIBILITY/ACCOUNTABILITY. Uses resources prudently and for intended purposes. Complies with DA emphasis programs, e.g., EEO/AA, safety/security, internal control, inventory management, quality assurance, personnel management, contract awards to small business concerns. Supports and encourages Total Army Quality (TAQ) approaches, e.g., team effort, continuous process/product improvement and customer salisfaction. Takes responsibility for personal errors, takes or proposes timely/adequate corrective measures. Establishes personal performance objectives that are challenging and reflect mission needs.

WORKING RELATIONSHIPS. Is an effective team player. Works well with group and others to get the job done. Exhibits a customer care attitude; e.g., shows respect to others; is courteous and seeks acceptable compromise in areas of difference.

COMMUNICATIONS. Provides or exchanges accurate/complete oral and written ideas and information in a timely morner. Listens effectively so that resultant actions show understanding of what was said. Coordinates so that all relevent individuals and functions are included infinformed of decisions and actions.

POR SUPERVISORY POSITIONS ONLY:

ORGANIZATIONAL MANAGEMENT AND LEADERSHIP. Provides vision and communicates mission and organizational goals to all subordinates. Sets standard/leads by example, implementa/compiles with appropriate DA emphasis programs. Secures/allocates/manages resources for effectiveness and afficiency. Takes timely and appropriate personnel actions. Develops subordinates through mentoring, counseling, providing challenging training and work assignments and timely performance evaluations. Recruits and retains high quality people by creating a positive environment that offers challenge and growth.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEC/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/scheckries, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEC/AA activities and encourages subordinates to do

RECOMMENDING OFFICIALS (1) (2) (3) (4) (5) (5) (5) (5) (5) (5) (5										REPORT ASA(M&RA)					
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O He always does more than required to improve MWR Quality of Life Programs. Loyalty Duty Respect Selfless service O He provides the necessary leadership to sustain the MWR Directorate. O He demonstrates the loyalty and integrity of a professional civil servant.					P/	ART V - Y	/ALUES (R	leter)						-	
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Duty Respect Selfless service O He genonstrates the loyalty and integrity of a professional civil servant.		1	o He al	lways (does more	e than r	equired to	improve	e M\	WR Quality o	of Life F	Programs.			
Selfless service O He demonstrates the loyalty and integrity of a professional civil servant.		İ				team p	layer who	can be c	COUN	nted on to giv	ve 1109	% to ensure th	e mi	ssion	is
 He demonstrates the loyalty and integrity of a professional civil servant. 	Respect		o He p	rovide:	s the nec	essary I	le ade rship	to susta	ain ti	the MWR Dire	ectorat	e.			
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PERIOD COVERED (YYYYMMDD)	RATEE'S NAME	SSN
·	KATEE S INVINE	3311
2001-10-21 - 2002-06-30		
· · · · · · · · · · · · · · · · · · ·	PART VI - PERFORMANCE EVALUATION (Rake	<u> </u>
A. PERFORMANCE DURING THIS RATING PERIOD		
Comparison of individual objectives against accomplis	shments and DA-established performance standards result	ed in the following objectives ratings;
Excellence Excelle		Needs Improvement Fails 1 or More Obj
75 or More Obj 25-74 C	Obj Excellence 1-24Obj	1 or More Obj
Includes Excellence in Org Mgt/LdshpOR EEO/AA		
Obj for supv/mgr Yes No		· · · · · · · · · · · · · · · · · · ·
b. BULLET EXAMPLES	,	
o Overall, MWR activities exceeded the HC	DA and AMC standards in FY 01 and are on Trac	k to reach these objectives in FY02.
	02 and FY 01 will be executed to include Mulliga	ins restaurant and Gibbs Kitchen
renovation. Provide on-going oversight an	d review of these projects.	•
o MWD food locations exceeded the 7% et-	andard in FY 01 but are currently below standard	for 2nd Otr. FY02
O MITTI TOOL TOCKHOOMS EXSCERCE ME THE SE	minute at the tractate continue below continued	
o CAPRA application submitted in March 0	2 is projected to be the first in the Army with ass	essment visit scheduled for July/August
time frame; served as NRPA visitor to E. La	insing MI and Rosewell, GA.	, ,
	n Programs exceeded the 15% NIBD ratio in FY 0	1 per the Army Benchmark. Projections for
FY 02 show that we should meet the standa	ard by 4th Qtr.	
o No significant deficiencies concerning to	see of recourses due to internal causes	
O NO Signational A delicitations concerning in	23 Of (4500) Oct One to livelital carteer	
o Co-chaired planning and execution of "S	alute to the Armed Forces" Events in 2001 and 2	002.
, ,	•	
	ences "On The Right Track" for implementation	of MWRDS process and single-fund wrap
up in 3 Qtr.		
- 4-1	Latinas and DOD CDC recordification with Comm	andation
o Achieved Cuc and SAS program accred	lations and DOD CDS recertification, with Comm	GROAUOII.
o Coordinated and conducted several succ	cessful Community events in MWR activities incl	uding: Holiday Ball, Soldier Show, Mega
Bingo, Family Symposium, AER Campaign	Travel Expo. etc.	and the same of th
	PART VII - INTERMEDIATE RATER(Optional)	
BULLET COMMENTS		
PART VIII - SENIOR RATER (if used) or RATER (no senior rater used)	PART IX - SENIOR R	ATER (If used)
KATER (no senor rater used)		<u> </u>
OVERALL PERFORMANCE RATING	BULLET COMMENTS (Performance/Potential)	
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2 SUCCESSFUL		
3 J		
4 FAIR		
 		
5 UNSUCCESSFUL		
(MUST Have Senior		
Rater Review)	A completed DA Form 7222-1 was received with this	i
Nater Neview)	report and considered in my evaluation and review	ļ.
	Yes NO (Explain)	

Continuation Sheet -

Additional space for DA Form 7222; Part VI b:
o Provided oversight of Lodging, and completed DVQ interior upgrades with implementation of free guest continental breakfast services.

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s. NAME. (Last, First, Middle Initial)			b. \$\$1	N -					TITLE, PAY PLAN, S			\dashv
			<u> </u>	. -			Superv	isor	y Operations Tea	n Leader, , GS-I OR SUBMISSION	0301-GS-11	
d, ORGANIZATION/INSTALLATION									e, REASON PO ANNUAL	JR SUBMISSION	☐ INTE	DN
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GS-14, USAG, Director, MWR												
b. NAME OF INTERMEDIATE RATE	R (optional)	(Last, Fir	st, Mt) S	IGNATU	RE	*				DATE		
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RECOMMENDING OFFICIALS	<u> </u>	TES	NO	YES	NO				Level 1 Rating Only since lest QSI)	- minimum of 52 w	rocks.	
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INTERMEDIATE RATER	<u> </u>	<u> </u>	<u> </u>	 	<u> </u>							
PERFORMANCE REVIEW BOARD		ļ		ļ	<u> </u>	DATE (Y	YYMMO	0)	FUND CITE		· -	
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Serves as the MWRDS Oper both the Program and the P	rations Te	em Lea	jer, res	ponsible	for the	efficient a	and effe	ctive	operation of all a	essigned faciliti	es. Supports	
accordance with establishe	d procedu	res and	policie	s per pu	blished	schedule	s. Moni	tors	staff actions and	provides perso	onei Speravov ur	
management in a timely ma	nner. Dev	relopes	àpfi ni	AF budg								
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SENIC SYSTEM CIVILIAN EVALUATION KEPC I

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	PART VI - PERFO	RMANCE EVALUATION	(Rater)		
PERFORMANCE DURING THIS RATING PERIOD					
Comparison of individual objectives against accompli	shments and DA-establishe	d performance standards	resulted in the following o	objectives ratings:	
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76 or More Obj 25-74	96 j	Excellence 1-240bj	1 or More Obj		
Includes Excellence in Org Mgt/Ldshp OR EEO/AA Obj for supv/mgr Yes No					
b. BULLET EXAMPLES					
o Has accepted the responsibility for MWF	RDS Operations in an e	er-charging role.			
, , ,		• •			
o Provided exceptional cross-training of s	ubordinate staff memb	He.			
o Coordinates various community-wide ex	rents: Armed Forces C	elebration, Concert 8	Series, Fixed Asset	Sales, All othe	er MWRDS
programs as required.					
o Ensures all subordinate activities achiev	ed NAF standards for I	ARD and revenue no	aduction.		
		and secondary by			
o Established new ITR activity (Bldg 1010)	providing leisure trave	el and centralized reg	istration services.		
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	PART VII. ACTE	MENATE DATER/O	and a		
RILLET COMMENTS	PART VII - INTER	MEDIATE RATERYOPIK	nel)		
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PART VIII - SENIOR RATER (in used) or RATER (no senior rater used) OVERALL PERFORMANCE RATING	BULLET COMMENTS (F	PART IX - SE Performance/Potential) MWR organization. and adaptable to any	NIOR RATER (i. 1600) y task, willing to take (on all assignm	ents.
PART VIII - SENIOR RATER (in used) or RATER (no senior rater used) OVERALL PERFORMANCE RATING	BULLET COMMENTS (For a True asset to the office office and the office of	PART IX - SE Performance/Potential) MWR organization. and adaptable to any	NIOR RATER (i. 1600) y task, willing to take (on all assignm	ents.
PART VIII - SENIOR RATEN (in used) or RATER (no senior rator used) OVERALL PERFORMANCE RATING X 2 SUCCESSFUL	BULLET COMMENTS (For a True asset to the office office and the office of	PART IX - SE Performance/Potential) MWR organization. and adaptable to any	NIOR RATER (i. 1600) y task, willing to take (on all assignm	ents.
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SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM For use of this form, see AR 690-400; the proponent agency is ASA(M&RA) PART I - RATEE IDENTIFICATION b. PAY PLAN, SERIES/GRADE c. ORGANIZATION/INSTALLATION NAME OF RATEE (Last, First, Middle Initial) GS 0301 - 11 USAG, Morale, Welfare, and Recreation PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS: POSITION RATER Glenn , Perlakowski Director, Morale, Welfare Recreation INTERMEDIATE NAME POSITION RATER (Optional) NAME **POSITION** SENIOR RATER George, Mudd Chief of Staff, U. S. Army Garrison PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period 2001-11-01 2002-10-31 took place: SENIOR RATER DATE INTERMEDIATE RATER INITIALS DATES **RATER** RATEE INITIALS INITIALS INITIALS (If used) INITIAL MIDPOINT

PART IV - RATEE (Complete a, b, c below for this rating period)

B. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES, DUTY TITLE IS:

Supervisory Operations Specialist

Functions as the Operational Team Leader of Recreation Delivery System (RDS). Responsible for the operation of all assigned RDS facilities. Supports the RDS Program and Marketing Teams in executing all programs developed and ensures all facilities are staffed and operated in accordance with published schedules and per established practices/ procedures. Monitors staff and provides personnel management actions in a timely manner. Develops APF/NAF budget input and coordinates execution as required. Ensures all reports and suspenses are timely and financial requirements are met.

- b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS
- Develop a training program for MWR RDS facility staff by end of 4th quarter FY02 and ensure a minimum of 20% of staff are cross-trained in modules for RDS and RECTRAC.
- o Coordinate and execute community special events as required without validated problems.
- Coordinate and oversee execution a NAFI property sales as necessary with adequate profit margin and accurate resolution of assets.
- o Ensure internal and cash controls are in place at all MWR facilities with no discrepancies.
- o Ensure adequate staffing of all RDS facilities to maintain published operating hours with no incidents per quarter.
- Prepare accurate budget and execution to ensure that variances do not exceed 10% and NIBO goals for each activity including:
 Sports, Library, Outdoor Recreation, Marina, Auto, TNT, and Community Center are achieved.

Outdoor Recreation: 12%

Auto: 37% Library: 90% PFC- (Sports): 38% Community Center: 4%

TNT: 12% Marina: 45%

- o Implement full service Central Registration at Building 1010 by the end of 4th quarter FY02.
- o Ensure all Fixed assets are accounted for on a annual basis.
- o Provide accurate & timely personnel management functions with NMT 2 problems/ failures during rating period.

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b. NAME OF INTERMEDIA	TE RATER				SIGNATU	RE						DAT	ξ		· ·	
GRADE/RANK, ORGANIZA	ATION, DUT	TY ASSIG	NMENT			_		-								
c, NAME OF SENIOR RATI Mudd, George A.					SIGNATO	E	<u> </u>		<u></u>	5	\leq	DAT 2	· .	ව.	<u> </u>]]_c
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d. RATEE					CION THE	REOFR	ATFE					TDAT	<u> </u>			
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						PART	III PERPO	RMANCE	AWARI	NONALI	Y STE	P INCREA	SE		<u></u>	
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						ART V-1	VALUES (F	Rater)					-			
VALUES	5			OMMENT		and lov	al membe	of the	MWR/	Carrien	n Tear	m				
L oyalty		1		-		_	-									
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Selfless service																
Honor		1														
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	PART THERMORMAN SEV CUATION (Refer)
PERFORMANCE DURING THIS RATING PERIOD	
Comparison of individual objectives against accomplis	shments and D'A-established performance (andards resulted in the following objectives ratings:
Excellence Excellence 25-74 Concludes Excellence in Org Mgt/LdshpOR EEO/AA	
Obj for supv/mgr Yes No	
BULLET EXAMPLES o Achieved \$50 K in commercial sponsors	him and 41. SK M&E verionre for SYR1
•	wide promotions in a timely and effective manner: (Scoop/Messenger/ Calendar).
o Interfaced with MWRDS and CAPRA team	
o Has Produced many outstanding adverti	sing campainges:
Holiday Ball, Armed Forces Day, Army B Glance".	and Concerts, AT&T, Bowl Hog Wild, Concert Series, and daily e-mail "Activities at a
o Sustained APF and NAF budget objective	es for FY 01
	1
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	PART VII NTERMEDIATE RATEP/Optional)
SULLET COMMENTS	PART VII NTERMEDIATE RATER/Optional)
SULLET COMMENTS	PART VII INTERMEDIATE RATER/Optional)
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SULLET COMMENTS	PART VIII - INTERMEDIATE RATER/Optional)
PART VIII - SENIOR RATER (If used) or RATER (no senior rater used)	PART IX - SEMOR RATER (V used)
PART VIII - SENIOR RATER (# used) or RATER (no senior rater used)	PART IX - SENIOR RATER (If used) BUILLET COMMENTS (Performance/Polantile))
PART VIII - SENIOR RATER (If used) or RATER (no senior rater used) OVERALL PERFORMANCE RATING	PART IX - SEMIOR RATER (If used) BUILLET COMMENTS (Performance/Potential) o Professional Staff member, vital to the MWR/Garrison Tearn.
PART VIII - SENIOR RATER (If used) or RATER (no senior rater used) OVERALL PERFORMANCE RATING	PART IX - SEMOR RATER (If used) BULLET COMMENTS (Performence/Potential) o Professional Staff member, vital to the MWR/Garrison Team. o Provides the personal, promotional touch to MWR Marketing that makes it successful.
PART VIII - SENIOR RATER (If used) or RATER (no senior rater used) OVERALL PERFORMANCE RATING X 2 3	PART IX - SEMOR RATER (If used) BULLET COMMENTS (Performence/Potential) o Professional Staff member, vital to the MWR/Garrison Team. o Provides the personal, promotional touch to MWR Marketing that makes it successful.
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5. Within an MARDIS cotting serve as Marketing Team Leader as a common support service provider to all MWD activities	INTERMEDIATE (LSS_FYS_MODE foliate) PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERSONS PART II - PATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERSONS RATER Pertakowski, Gleen Director, MWWR PUSITION INTERMEDIATE RATING (CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERSONS RATER (Optional) SENOR RATER Mudd, George A. POSITION PART II - VERIFICATION OF FACE-TO-FACE DISCUSSION The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period 2001-11-01 to 2002-10-31 took place: DATES RATER INTIALS RATING RATER INTIALS RATER INTIALS RATER INTIALS (Fusard) INTIAL Of IND 1601 BETAIL YOUR SKINIFKARIT DUTIES AND RESPONSIBILITIES DUTY TITLE IS: MIDPOINT 3/G APR 2002 BETAIL YOUR SKINIFKARIT DUTIES AND RESPONSIBILITIES DUTY TITLE IS: MIDPOINT BETAIL OF INDIAL OF INDIAL OF INTIALS (MARKETING/ADVERTISING SPECIALIST) Functions as Marketing/Advertising Specialist, for Morale, Welfare, and Recreation (IMWRF) Activities. Support IMWRF programs and advertising programs for the installation Morale, Welfare, and Recreation (IMWRF) Activities. Support IMWRF programs and facility development and promotion of products and services available, with special emphasis on revenue producing activities. E. INDICATE YOUR MOCOR PERFORMANCE Objectives/INDIVIDUAL PERFORMANCE STANDARDS I. Increase Commercial Sponsorable and Advertising dollars by 10% from FY 01. E. INDICATE YOUR MOCOR PERFORMANCE Objectives/INDIVIDUAL PERFORMANCE STANDARDS I. Increase Commercial Sponsorable and Advertising dollars by 10% from FY 01. E. INDICATE YOUR MOCOR PERFORMANCE Objectives/INDIVIDUAL PERFORMANCE STANDARDS E. INDICATE YO	PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERSON IS RATER Parlakowski, Glen Portakowski, Glen Prostrom PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERSON IS RATER Parlakowski, Glen Portakowski, Glen Prostrom INTERNATION INTERNATION RATER Portakowski, Glen Prostrom POSITION POSITION POSITION POSITION SENOR RATER Mudd, George A. PART II - VERIFICATION OF FACE-TO-FACE DISCUSSION PART II - VERIFICATION OF FACE-TO-FACE DISCUSSION PART II - VERIFICATION OF FACE-TO-FACE DISCUSSION The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating took place: DATES RATER INITIALS RATER INITIALS RATER RETALS INITIALS (INITIALS (INITIALS (INITIALS)) INITIAL OS APPL 2002 PART IV - NATE (Complete a. b. c below for this rating period) B. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES DUTY TITLE IS PART IV - NATE (Complete a. b. c below for this rating period) B. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES DUTY TITLE IS Functions as Marketing/Advertising Specialist, for Morale, Welfare, and Recreation. Responsible to develop, implement, and execute comprehensive marketing and advertising programs for the installation Morale, Welfare, and Recreation (INWRF) Activities. Support INWRF programs and facility development and promotion of products and services available, with special emphasis on revenue producing activities. E. INDICATE YOUR MUCINE PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS II Increase Commercial Sponsorship and Advertising dollars by 10% from FY 01. II Increase Commercial Sponsorship and Advertising dollars by 10% from FY 02. E. INDICATE YOUR MUCINE PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS B. Indicate Your MUCINE PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS B. Indicate Your MUCINE PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS B. Individe Version of Performance Advertising dollars by 10% from FY 02. SANIA ABSIST MORE AN			For use of	this form, see AR 690-4	30; the proponent	agency is ASA(M&RA)	
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Technical knowledge, skills, abilities Doing work right/on time Sound judgement		- Employee's knowledge, sk and abilities ensure a great job well done. He strives to meet deadlines and suspenses Employee has shown fantastic improvement by tracking and scheduling maintenance in a timely manner.
EXCELLENCE SUCCESS NEEDS (Exceeds ski) (Meets skii) IMPROVEMENT	FAILS	
ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development		Never taken off guard Open to suggestions and willing to try new approaches Willing to cross train in other fitness areas
EXCELLENCE SUCCESS NEEDS (Exceeds std) (Meets std) (Mercs std) (MPROVEMENT	FAILS	
WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding		Amendable with supervisors and peers alike Respectful to others Closely listens to suggestions, and voices his professional opinion
EXCELLENCE SUCCESS NEEDS (Exceeds std) (Meets std) MAPROVEMENT	FAILS	
RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety		Impeccable sick leave record Reliably maintains equipment and conserves supplies Always alert to safety needs of customers and peers
EXCELLENCE SUCCESS NEEDS (Exceeds std) (Meds std) (MPROVEMENT	FAILS	
	ers 5 and 6 apply 1	o positions with some supervisory duties
SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing reso		o positions with some supervisory duties
SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others		o positions with some supervisory duties
SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing reso EXCELLENCE SUCCESS NEEDS	urces	o posmone with some supervisory dulies
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5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing reso EXCELLENCE SUCCESS NEEDS (Exceeds std) (Meets std) BAPROVEMENT B. EEO AND AFFIRMATIVE ACTION Respecting others Achieving planned actions Providing apportunity Solving problems EXCELLENCE SUCCESS NEEDS (Exceeds std) (Meets std) BAPROVEMENT EXCELLENCE SUCCESS NEEDS (Exceeds std) (Meets std) BAPROVEMENT PART VI - Senior Rate(# used) or	FAILS	
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5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/menaging reso EXCELLENCE SUCCESS NEEDS (Exceeds std) (Meets std) IMPROVEMENT B. EEO AND AFFIRMATIVE ACTION Respecting others Achieving planned actions Providing opportunity Solving problems EXCELLENCE SUCCESS NEEDS (Exceeds std) (Meets std) IMPROVEMENT PART VI - Senior Rate(if used) or Rater (no senior rater used) OVERALL PERFORMANCE X 2 3 4 SUCCESSFUL FAIR UNSE	FAILS FAILS 5 UCCESSFUL Have Senior Rater Review)	PART VII - SEMIOR RATER (if used) BULLET COMMENTS (Performance/Potential) Always there when you need him Duties assigned will be correctly accomplished immediately

GO OI WHO POLITY GOOD IN COOP 40 proportion ago ----RATER RATES Team Leader, Operations ORGANIZATION/INSTALLATION INTERMEDIATE RATER (Optional) Physical Fitness Center PAY PLAN, SERIES/GRADE RATING PERIOD SENIOR RATER 2001-03-01 to 2002-02-28 GS 0303 - 05

PURPOSE: The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling, should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.

RULES FOR COUNSELING:

- 1. Face-to-face counseling is mandatory for all civilians in the Base system.
- 2. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and/recording counseling content/dates
- Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period.

CRECKLIST - COUNSELING AT THE BEGINNING OF THE **RATING PERIOD**

PREPARATION

- Schedule the counseling session and notify the Rates; suggest the Rates write down or be ready to discuss ideas about expectations and requirements.
- Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form.
- 3. Think how each Value and each Responsibility in Part V of the evaluation form applies.
- Decide what you consider necessary for success in each Value/Responsibility. Be specific.
- Make notes to help you with counseling.

COUNSELING

- 1. Explain the rating chain and the role of each rater.
- 2. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate.
- 3. Discuss items that require top priority effort (areas of special emphasis)-realizing this may change later.
- Discuss each Value/Responsibility in Part V of the evaluation form.Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties.
- 5. Review the Ratee's written input if he/she provides it.
- Discuss what tasks and level of performance you expect for Success.
- If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect.
- 8. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to
- Ask the Ratee about career goals and training needs.

Perlakowski, Glen Director, MWR

AFTER COUNSELING

- Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages.
- Give the Ratee the form to review/initial.
- If the Ratee gave written input, attach it.
- Forward the checklist through the rating chain to the Senior Rater. (If used)

who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you.

5. Give the Ratee a copy and keep the original to use for the next counseling session.

CHECKLIST - LATER COUNSELING SESSION(S)

PREPARATION

- 1. Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training.
- Review notes from the last session.
- Consider whether priorities or expectations have changed.
- 4. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why?
- Make notes to help focus when counseling.

COUNSELING

- Discuss job requirements and areas of special emphasis and priorities that there changed or that are new. Ask the Ratee if he/she is having problems and needs your help.
- 2. If the Ratee gives written input, review it.
- 3. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed.
- Give examples of Excellence that occurred or could have occurred.
- At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different taks.

AFTER COUNSELING

- 1. Follow the same procedures for documenting, initialing, and dating as you did for the initial session.
- 2. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he'she returns it to the Rater to discuss with the Ratee, if a senior rater is used. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing.

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (Meets) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY.

Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (7AQ), safety / security, internal; control, inventory management, quality assurance, EEO/AA, Schedules nonemergency leave in advance to avoid adverse impact to work unit

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/compiles with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motiviates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resloves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

(EEO/AA)

Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/urifair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

	COUNSE	LING RECORD/INDIVIDUAL PERFORMANCE STANDARDS
DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 2001-03-01	اه-ده-۱ مهو	Maintains facility readiness Schedules maintenance of fitness equipment Provides quality customer service to patrons Prepares DAR's Ensures correct and safe usage of fitness equipment
LATER (Optional)		
MIDPOINT 2001-11-06	2001-11-06	Employee prepares the facility well in advance of scheduled events Maintenance of the fitness equipment is always acheduled as soon as the need arises Feedback from customers concerning quality service is always complimentary DAR's are correctly prepared and forwarded without delay
LATER (Optional)		:

					N REPORT SUPPOR	FORM	-
	Ÿ	For use (f this form, see AR 690-40				-
. NAME OF RATE	E (Las	LFirst,Middle Initial)		EE IDENTIFICAT SERIES/GRADE		STALLATION	
			GS 2001 - 09			elfare, and Recreation	on .
		RT IL - RATING CHAP	- YOUR RATING CHAIN	FOR THE EVAL	UATION PERIOD IS:		
RATER		NAME Impolionia, Salvat	ore		POSITION Supervisory Operation	e Specialist	
INTERMEDIAT RATER (Ootional)	E	NAME			POSITION		
SENIOR RATER		NAME Periakowski, Gien	n		POSITION Director, Morale, Welfa	re, and Recreation	
			T W - VERIFICATION OF	FACE-TO-FACE			
The following fa	ce-to-fac 1-01				tives, standards, and acc took place:	omplishments for the	iating
	DATES		RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER	DATE
INITIAL	14-1	10001	1020	216		178/	Dicol
MIDPOINT	1 11	14 02	1079	12		162	LOVOZ
			TIV-RATEE (Complete	a, b, c below for	this rating period)		
a. STATE YOUR	SIGNIFIC	ANT DUTIES AND RE	SPONSIBILITIES, DUTY 1	TILE IS:	General Supply Sp	ecialist	
b. INDICATE YO	UR MAJO	DR PERFORMANCE O	BJEČTIVES/INDIVIOUAL F	PEŘFORMÁNCE	STANDARDS	·	
		omer service with than two errors pe		liable incident	s per rating period. Ma	intain fixed asset in	wentories and
- Prepare turn	- in, add	litions and transfer	of all property n a tim	ely manner w	ith no more than 30 da	ys delay within the	rating period.
- Assists with	and en	sures car wash cou	nt and deposits are co	ompleted onc	e a week.		
- Assists Dire annum.	ctorate i	to achieve NIBD/ re	venue ratio per HQDA	standards an	d supports efforts to st	ıstain over head co	sts to 2% per
- Conduct a fi	xed ass	et sale twice a year	•				
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			P	ART 1 - AD	MINISTR	ATIVE D	\TA			-		
I NAME (Last, First, Middle initial) b. S				SN c. PC				, POSITION TITLE, PAY PLAN, SERIES AND GRADE Supply Specialist, , GS2001/9-GS-9				
1, ORGANIZATION/INSTALLATION	1								RÉASON F INUAL	OR SUBMISSION SPECIAL	☐ INTERN	
f. PERIOD COVERED (YYYY	MMDD)	···	g. RAY	EDMOS.				h. RATEE C	COPY (Check one and date)			
FROM 00-11-01 THR	01-10	-31	433		GN	EN TO R	ATEE		FO	FORWARDED TO RATEE		
	10 1 in 1 - 10 . 2					TICATIO	N _			16499		
a. NAME OF RATER (Last, First, A Impollonia, Salvatore				SIGNATUR	•	_/_	<u> </u>	lon		DATE	1001	
GRADE/RANK, ORGANIZATION, D GS-11	XUTY ASSIG	SNMENT			,						-	
b. NAME OF INTERMEDIATE RATI	ER (optional)	(Last, Fi	irst, MI)	SIGNATU	Æ					DATE	<u> </u>	
GRADE/RANK, ORGANIZATION, E	DÜTY ASSIG	SNMENT	1				<u> </u>					
c. NAME OF SENIOR RATER(Last Perialkowsid, Glen	, First, Midd	le initial)((If used)	SIGNATU	RE (<	per	Make		•	DATE 20 N	10 /01	
GRADE/RANK, ORGANIZATION, D		NMENT								<u> </u>		
GS-14, USAG, Director, MWR			·	SIGNATUI	DE (VE-10)	nte -				I DATE		
d. RATEE understand my signature agreement or disagneement with the and Sonior Rater and merely verifie	e eveluetion o	(Die Lagel			ر ال	7	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	N/A		26 14	10 VU	
					PART	# PERFO	RMANCE /	WARDQU	ALITY STEP			
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SALARY INCREASE	RATING	SALARY		PERFORMANCE PERCENT C			IT OF SALA	VRY (EXC	LIDES Local	ity Pay)	(OR)	
	∫ m	Ь—	<u>rp</u>	AWARD-BONUS AMOUNT				•		(OR)		
RECOMMENDING OFFICIALS	<u> </u>	YES	.10	YES	NO					-migimum of 52 we	aks	
RATER	<u> </u>	<u> </u>	 	<u> </u>		TO (Gra	de/Stee):	sed since la	THE COST	- \		
INTERMEDIATE RATER	 _	ļ	 	_			APPROVE Perlai		Direct	SOMMING.	اسا	
PERFORMANCE REVIEW BOARD	<u> </u>	 	<u> </u>		<u>L</u>	DATE	YYYYMMÖC		-ABE	OI 1 MAK		
SENIOR RATER	<u> </u>	E\$		PART IV - C			iov 01		<u>:</u>			
DAILY DUTIES AND SCOPE (foi Serves as Common Suppoi equipment, supplies, vehicl processes/ issues forms. A	t logistics les and fac	. Servic :ilities.	eopie, equ ce provi Maintai	ipment, facili der to all ins docum	ities, and d MWR a nent rec	olan). ctivities. rister. pr	Postion Dee Maintain Ocesses	cription (DA F 15 account supply rec	ruesis, ensi	PF/ NAF property	y, including records,	
					ART V - V	ALUES ((Rater)					
VALUES BULLET COMMEN				113							,	
Loyalty o Essential Se				ervice- provider to all MWR activities.								
Duty	- 1	o Stro	ng asse	et to the MWR/Garrison Team.								
Respect	ļ	o Willin	ng to ac	cept new	and ad	ditional	laskings a	as require	d to suppor	t the Mission.		
Selfless service												
Honor												
Intergrity										^		
Personal courage								•				

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RIOD COVERED (YYYYMMDD)	. CESNAME			, , T	_	''''		
00-11-01 - 01-10-31	PART VI - PERF	ORMANCE EVALUATIO	M (Rater)	<u></u>				
PERFORMANCE DURING THIS RATING PERIOD								
Comparison of individual objectives against accompli	shments and DA-establish	hed performance standard	ts resulted	in the following objective	s ratings:			
Excellence Excellence 25-74 (Includes Excellence in Org Mgt/Ldshp OR EEC/AA Obj for supw/mgr Yes No		Success All or Excellence 1-24Obj		Needs Improvement 1 or More Obj		Falls 1 or More Obj		
BULLET EXAMPLES o Demonstrates strong positive customer	service attitude to all	MWR staff members						
o Assisted with Fixed Asses Sales and inv	entories.							
o Conducted annual review of Fixed Asset	is as directed by high	ter HQS.		•				
o Processed all supply actions in a timely	manner.							
o Assisted with Car Wash operations and	Armed Forces Day Op	perations.				,		
o Maintained property documents with acc	curacy and timeliness	.				·		
	•							
						·· <u>. </u>		
BULLET COMMENTS	PART VII - INTE	ERMEDIATE RATER Opt	onal)		_	<u> </u>		
Wells Comments								
•								
•								
PART VIII - SENIOR RATER (If used) or	 	DART IV. 41			:			
PART VIII - SENIOR RATER (if used) or RATER (no senior rater used) OVERALL PERFORMANCE RATING	O. W. CT COLOREDTO			TER (# used)				
OAEKWIT LEKLOMMAN'S LYMING	BULLET COMMENTS (o Team player- Sup	(Performence/Potential) pports the MWR/Gart	ison in a	If activities.				
1	o Capable Technic	ian, acknowledgeabk	of all su	ipply process.				
X SUCCESSFUL	o Excellent custom	ner servjoes attitude.						
3								
4 FAIR								
5 UNSUCCESSFUL								
(MUST Have Senior Rater Review)	A completed DA Form 7 report and considered in	222-1 was received with to my evaluation and review	this v					
	☐ Yes ☐ NO	(Explain)						